



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

HR Administrator

The Schools are seeking an enthusiastic, detail-oriented and organised Administrator to support our Human Resources team to support approximately 300 staff across both schools. This role would suit an experienced administrator; previous HR experience is not essential as full training will be provided.

The HR Administrator will work with the Senior HR Advisor with maintaining employee records, assisting with recruitment and onboarding, supporting HR processes, ensuring compliance with internal policies and external regulations and be the first line of support for colleagues. You will be joining the team at a busy time as we continue the implementation of a new HR structure, and continue to review and improve our systems, policies and processes.

The successful applicant will be involved with on boarding newly appointed colleagues, working with the Senior HR Advisor to maintain and update regulatory records for staff and directly deal with and manage communication via the general HR mailbox. There will also be opportunities to get involved with other HR activities on an ad hoc basis. This is an exciting opportunity to gain generalist HR experience in a unique workplace where no two days are the same.

The role is a full-time, term-time plus 10 days, permanent position starting as soon as possible. The successful candidate will work 37 hours per week.

| | |
|--------------------------|---|
| Salary: | Grade 5: Actual salary of £23,808 - £24,747 (£28,711- £29,843 FTE) depending on experience |
| Hours: | 37 hours per week: 8:30 am – 4:30 pm Monday to Thursday and 8:30am – 4:00pm Friday (with a 30-minute unpaid break) |
| Type of position: | Term time only plus 10 days (to be worked in the school holidays) |
| Other benefits: | Enrolment into a Defined Contribution pension scheme 60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria) Free on-site parking Free lunches in term-time Use of the onsite gym and swimming pool |
| Reporting to: | HR Director |
| Role purpose: | To assist the HR Director and Senior HR Advisor with the smooth running of the HR department, and the development, implementation and monitoring of HR processes |

Key Responsibilities

- Oversee the general HR mailbox by directly responding to email or referring to the Senior HR Advisor or HR Director.
- Maintain and update employee records in the HR and payroll information system and online system for the regulatory management of staff records.
- Support with recruitment process by posting job adverts, scheduling interviews, and co-ordinating communication with candidates.
- Support onboarding and offboarding processes, including induction scheduling and exit interviews.
- Support monthly payroll administration.
- Maintain all paper-based employee files and records.
- Support HR projects, audits, and initiatives as needed.
- Take accurate notes and prepare HR documentation for meetings.
- Ability to handle sensitive situations and maintain a high level of discretion.

Recruitment and on boarding

- Support the recruitment process across both Schools including uploading advert and job details to external recruitment sites and inviting candidates for interview.
- Facilitate interview days, liaising with all staff involved in the process in a timely manner.
- Assist to ensure that the Selection, Recruitment and Disclosure Policy is followed for all appointments.
- Data inputting to include the Single Central Register and the Schools database.
- Carry out required employment checks.
- Ensure GDPR compliance when dealing with HR data.

Other

- Work with members of the Academy Trust and Foundation Office HR team as required.
- Be aware of, and work within, the statutory frameworks relating to schools including Keeping Children Safe in Education and the regulatory requirements laid down by the Independent Schools Inspectorate.
- Ensure the safety and well-being of children and young people by adhering to the School's Child Protection Policy and Staff Code of Conduct
- Be fully conversant with the ethos of the Schools and always demonstrate this.
- Undertake any other reasonable duties as requested by the HR Director, Bursar, or Chief Master & Principal.
- Undertake mandatory training as required.

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Educated to A-level or similar. | | Yes |
| Proven experience of working in a generalist administrative role. | Yes | |
| The ability to always work with discretion. | Yes | |
| An ability to work independently, within a team and across the School network. | Yes | |
| Excellent verbal and written communication skills. | Yes | |

| | | |
|---|-----|-----|
| | | |
| Good time management with the ability to work under pressure and prioritise as necessary. | Yes | |
| Excellent IT skills, especially MS Office. | Yes | |
| Excellent attention to detail and confidentiality. | Yes | |
| Strong organisational and multitasking abilities. | Yes | |
| Excellent communication and interpersonal skills. | Yes | |
| Previous experience of working in a school and/or knowledge of HR in schools and current school safeguarding regulations. | | Yes |
| Previous experience of using HR and payroll information systems. | | Yes |

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar - Operations (Mrs Jenny Butterworth) by email to: kesrecruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact the HR Director, Harish Kauldhar – h.kauldhar@keschools.org.uk

The deadline for applications is 8 am on Wednesday 18th June 2025, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place in the week commencing 23rd June.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.